



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

Financial Analyst III

PN# 113259

Library

Financial Services

Business Office

500 McKinney St.

Monday – Friday, 8:30-5:30\*

\*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Responsible for coordinating the development and implementation of financial policies, programs and analysis related to the Houston Public Library. Responsible for grant accounting and preparing monthly financial reports. Position includes correcting and adjusting journal entries. Coordinates and assists with Annual Operating Budget and Five Year Forecast. Compiles financial/budget data and prepares work papers, schedules, graphs and charts. Prepares interpretation of analysis and submits recommendations.

10 WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the unit. The position is physically comfortable. Individual has discretion about walking, standing, etc.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Accounting, Business Administration, Finance or a closely related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

Four years of professional experience in finance, economics, budget analysis or closely related field.

13 MINIMUM LICENSE REQUIREMENTS

None

14 PREFERENCES

Working knowledge of computers and accounting software. Preference given to working knowledge of Grants, Financial Accounting and Budget, SAP modules.

15 SELECTION/SKILLS TESTS REQUIRED

None, however, the Department may administer a skill assessment evaluation.

16 SAFETY IMPACT POSITION ☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 21

\$1,211 – 1,995

Biweekly

\$31,486 - \$51,870 Annually

18 OPENING DATE September 20, 2006

19 CLOSING DATE Open Until Filled

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer